

**MONTANA STATE PRISON**  
**600 CONLEY LAKE ROAD**  
**DEER LODGE, MT 59722**  
**Internal/External**

Job Title: Teacher, Metals Technology

Position Number: 26111

Classification Code: 252316

Department: Corrections

Division: Montana Correctional Enterprises

Supplement Required: NO

Pay Grade:6

\$15.05 – \$18.82/hr DOE

Bargaining Unit: MFSPE

Status: Permanent/Full-time

Shift: 8 a.m. to 4 p.m. / Mon. – Fri.

Application Deadline: Submit a State of Montana Employment Application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. This position is OPEN UNTIL FILLED. Applications will be reviewed weekly. (Attach a copy of the Reference and Criminal Background Check authorization form to application.)

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Successful applicant will be required to pass a physical examination by a qualified Deer Lodge physician prior to the start of training. The physical examination will be at the cost of the Montana Correctional Enterprise.

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**Typical Duties:** This position is responsible for training the inmate work force for career opportunities in the Metals Technology field, which includes but is not limited to, Welding, Machine Tool Operation, Metal Fabrication, Mechanical Drawing, Blue Print Reading, tool use and safety, general shop and work area safety. The training by the incumbent provides consistent inmate staffing for the OJT part of the program at the Motor Vehicle Maintenance (MVM) Shop.

**Qualifications:** Working knowledge of educational principles utilized in task oriented, and other instructional techniques, knowledge in teaching methods, learning styles, and student record keeping systems. The incumbent must have a thorough working knowledge of the theory, practices, methods, and techniques of the trade in which endorsed. Working knowledge of operation and care of related equipment, shop safety practices, OSHA and EPA regulations. The position requires formal presentations, communication /interpretation, interactive and organizational skills. Endorsements, certifications and training in related mechanical service and repair industry equal to a journeymen level is preferred.

This position must have a minimum of a Class 4C teaching certificate on file with the Office of Public Instruction at all times while employed at Montana Correctional Enterprises.

**Education & Experience:** The above qualifications are typically acquired through a combination of education and work experience equivalent to a high school education or a GED and 5 or more years of job related experience to include one year management or supervision in the endorsed trade preferred. Microsoft computer application programs (Word, Excel, PowerPoint, Access, etc.). Shop management programs preferred.

The incumbent must have, at the time of employment, a valid Class 4C teaching certificate. This is the minimum certification that will be accepted. To obtain a Class 4C vocational teaching certificate, the incumbent must provide verification of 10,000 hours (5 years) of directly related work experience, a high-school diploma or GED and must sign a professional letter of intent to complete the required course work to maintain this certification. (Specific course work is required by the Office of Public Instruction and must be completed within the first five teaching years of certification.)

**Immigration and Control Act:** In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Compensation:** The current hourly salary is \$15.05 – 18.82, depending upon education and experience. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Teacher's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment

available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 5/2003 or later). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be re-posted.

A behavioral interview may be conducted as part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. All Montana State Prison buildings are smoke-free. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for this position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Women and/or Minorities encouraged to apply.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**  
\_\_\_\_\_

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_